

## MANAGEMENT ANALYST

OPEN PERIOD: 07/03/2000 – 08/04/2000

SALARY: 43,874.00 TO 58,852.00, ANNUAL

HIRING AGENCY: DISTRICT OF COLUMBIA OFFICE OF THE INSPECTOR  
GENERAL, WASHINGTON DC

CONTACT: MELVINA L. COAKLEY  
PHONE: (202) 727-5112  
DISTRICT OF COLUMBIA OFFICE OF THE INSPECTOR GENERAL  
INSPECTIONS AND EVALUATIONS DIVISION  
717 14<sup>TH</sup> STREET , NW SUITE 930  
WASHINGTON, DC 20005

### MAJOR DUTIES:

Serves as a Management Analyst in the Inspections and Evaluations Division. Plans, conducts, coordinates, and participates in complex projects, analytical studies, surveys, focus groups and reviews related to the efficiency, effectiveness, and improvement of procedures, policies, programs, and management processes and systems of District of Columbia agencies. Assists in the formulation, development, and revision of inspection plans, policies, and standards. Conducts research, collects and analyzes data, identifies problem areas, and recommends solutions. Performs field work, conducts interviews, prepares working papers, and prepares draft and final reports. Works in a fast-paced team environment and manages multiple tasks simultaneously.

### QUALIFICATIONS REQUIRED:

Must have a minimum of five years of specialized experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience must be in or closely related to the work of the position as described. A Bachelors degree is required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Applicants should submit a narrative statement on a separate page(s) with specific responses to the following knowledge, skills, and abilities (KSAs). Failure to submit your narrative responses to the KSAs for this job will negatively affect your consideration for this position.

1. Experience in formulating and developing inspection, review or audit plans;
2. Experience in conducting comprehensive fact-finding evaluations, inspections or reviews and gathering pertinent data;

3. Experience in analyzing complex data/information and formulating solutions to problems;
4. Experience in writing formal reports with findings and recommendations;
5. Experience in applying qualitative and quantitative methods in an evaluation/inspection/review setting;
6. Experience in professionally and effectively interacting both orally and in writing with internal and external customers;
7. Experience in the effective use of computer software applications to enhance overall presentation quality of completed work products.

#### **BASIS OF RATING:**

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledge, skills, and abilities required to perform the duties of the position. Please review KSAs carefully. Include in the write-ups such things as experience that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

#### **CONDITIONS OF EMPLOYMENT:**

All new hires are required to submit to a drug test and background investigation. A valid driver's license is also required.

#### **HOW TO APPLY:**

Please submit the following documents to the address provided in this announcement:

- (1) A resume and cover letter
- (2) Narrative assessment of your qualifications in terms of the Knowledge, Abilities, and Skills identified within this announcement. Describe experience, education, training and self-development as related to the KSAs.

Applicants who fail to submit all required documents and information requested by the closing date of this announcement will not be considered. Qualifications will be evaluated solely on the information submitted.

For additional information about this position please contact:

MELVINA L. COAKLEY  
PHONE: (202) 727-5112

Please submit your application package to:

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